



Maine Department of Transportation

Open Competitive

Inventory and Property Associate I

Bulletin 16-17

CODE: 6530

RANGE: 11

(\$12.14 to \$17.01 per hour)

Value of State-paid Health & Dental Insurance – Effective July 1, 2015

\$390.86 bi-weekly: Less than or equal to \$30,000.00 – 5% Employee Contribution of Premium

\$370.98 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State's share of employee's retirement: 15.3% of pay

SEARCH OPENED: February 19, 2016

CONTACT: Kari Gould

CLOSING DATE: March 3, 2016 4:30 pm

TELEPHONE: (207) 624-3068

POSITION TYPE: Permanent full-time

LOCATION: Augusta

POSITION #: 02500-0013

BUREAU/DIVISION: Bureau of Project Development/Contracts

JOB DESCRIPTION: This position is responsible for maintaining inventory levels for and ordering all MaineDOT office supplies. Other duties include, but are not limited to: order stocks for the reprographics room, manage all lease payments for equipment, pay bills associated with supplies in Free2000 and AdvantageME, reconcile credit card charges, facilitate bid package sales via in person or over the phone, daily mail distribution and interagency runs within Augusta and manage surplus items.

MINIMUM QUALIFICATIONS: Training, education or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of inventory and property management principles to perform complex work in conducting inventory operations for a warehouse or stockroom and 2) the ability to use independent judgment in handling exceptions to established work assignments, priorities and schedules.

All positions in this classification assume the qualifications of: Inventory and Property Assistant

SELECTION PROCESS: This posting may not allow time for employees not already on the register to be scored and placed on the register. **This is an "Apply Now" application method found at (http://www.maine.gov/bhr/state_jobs/open_jobs.shtml).** Employees on the register that are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from the existing register at the State Bureau of Human Resources. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact **Kari Gould, 207-624-3068** to be interviewed along with certified candidates.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION

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